

NOTICE OF INTENT AND PROPOSAL SUBMISSION INSTRUCTIONS

Online Submission Instructions

Notice of Intent and Proposal Cover Pages are to be submitted electronically by entering the requested information through the SYS-EYFUS Web site located at:
<http://proposals.hq.nasa.gov/proposal.cfm> .

SYS-EYFUS is an electronic system (SYS -) used by NASA Headquarters to manage research solicitation activity, plan for the receipt of research proposals, track the receipt and peer evaluation of these proposals, and manage funded research (grants, cooperative agreements, contracts, etc.). SYS-EYFUS also supports the funding and administration of awards pursuant to selection of these research opportunities.

User Identifications (User ID)

User ID and passwords are required by NASA security policies in order to access the SYS-EYFUS Web site. Prospective Principal Investigators (PIs) can check if they have a SYS-EYFUS User ID and Password by going to <http://proposals.hq.nasa.gov/proposal.cfm> and performing the following steps:

- Click the hyperlink for NEW USER; this will take the user to the personal information Search Page.
- Enter the user's first and last name. SYS-EYFUS will search for matching record information in the SYS-EYFUS database.
- If matches are found, select the "correct" record from those displayed and then click on CONTINUE.
- If no exact match is found, select NONE OF THE ABOVE click on CONTINUE. Then complete the NEW USER form. Follow the on-line instructions for updating and/or entering new data. In addition to adding general contact information, areas of interest and expertise are required.
- If no match is found, select ADD RECORD. Follow the on-line instructions for updating and/or entering new data. In addition to adding general contact information, areas of interest and expertise are required.

A User ID and password will be emailed to you within minutes.

With the user ID and password, login to the SYS-EYFUS web site and follow the instructions for NEW NOTICE OF INTENT.

Specific Notice of Intent and Proposal Cover Pages SYS-EYFUS Instructions

- Click on link <http://proposals.hq.nasa.gov/proposal.cfm>
- The system will bring you to the "Welcome to Proposal Online Site" page.
- Click on the Login link on the left sidebar.

- Enter your login id and password and click on the Continue button.
- The system will bring you to the “SYS-EYFUS Options Page”.
- Click on the New Notice of Intent button to submit your Notice of Intent.
- The system will bring you to the “Division Specific Opportunities” page.
- In the dialog box, scroll down to “AeroSpace Technology” and click the Continue button.
- At the List of Existing Opportunities, select the MSMT-2004 Mission and Science Measurement Technology - 2004 opportunity in the window and click the Continue button.
- Begin entering your Notice of Intent information.

The Proposal Cover Pages should contain the following information:

- Names, addresses, telephone numbers, FAX number, electronic mail addresses, and affiliations of the Principal Investigator and all Co-Investigators,
- The name of the proposing organization(s),
- A long and short descriptive title for the proposed effort (the long title is to be entered under the “General Information” tab while the short title will be entered under the “Other” tab),
- The science area and which specific area (theme) that will be addressed by the proposal,
- A brief (200-300) description of the research to be conducted, and
- A total cost estimate by year.

Quad Chart Upload

- Access URL: <http://141.156.25.46/msmt/>
- Enter your unique SYS-EYFUS Identification Number.
- Click on Browse button to retrieve PowerPoint Quad Chart.
- Double click on PowerPoint Chart to attach and bring link into dialog window.
- Click on Upload Button to upload chart.
- You will receive confirmation of successful upload.
- Hard copies are to be mailed in with copies of your proposal.